

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: September 20, 2006

Division: Emergency Services

Bulk Item: Yes \_\_\_\_\_ No X

Department: Fire Rescue

Staff Contact Person: Rob Low

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**AGENDA ITEM WORDING:** Presentation of Employee of the Month Award for July 2006 to Susan Hover, Executive Assistant, Emergency Services Division.

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**ITEM BACKGROUND:** Ms. Hover was nominated and chosen as Employee of the Month for July 2006.

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**PREVIOUS RELEVANT BOCC ACTION:** None.

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**CONTRACT/AGREEMENT CHANGES:** N/A

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**STAFF RECOMMENDATIONS:** Staff recommends that Ms. Hover be recognized at the September 2006 BOCC meeting for her achievements.

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**TOTAL COST:** N/A

**BUDGETED:** Yes \_\_\_\_\_ No \_\_\_\_\_

**COST TO COUNTY:** N/A

**SOURCE OF FUNDS:** \_\_\_\_\_

**REVENUE PRODUCING:** Yes N/A No \_\_\_\_\_ **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty N/A OMB/Purchasing N/A Risk Management N/A

**DOCUMENTATION:** Included X Not Required \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_

**EMPLOYEE OF THE MONTH – JULY 2006**  
**SUSAN HOVER, EMERGENCY SERVICES DIVISION**

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Susan Hover has been part of the Monroe County team for the past nine (9) years beginning her employment as a temporary Staff Assistant with the Engineering Department in 1997. In February of 1998 Susan accepted a full-time position as an Administrative Assistant with Engineering.

In June of 1999 Susan transferred to the Fire Rescue Department (previously under the Public Safety Division), and started the arduous task of organizing Fire Rescue.

Just prior to the completion of her sixth year with Fire Rescue, Susan was promoted to her current position of Executive Assistant to the Fire Chief/Division Director of Emergency Services. Her promotion is directly attributed to her dedication to her work as well as her unparalleled attention to details.

Agenda items, vendor contracts, municipal contracts, budget management, pension fund management, contract compliancy, reimbursement processing, and management of office personnel are just a few of the tasks that Susan works on in a typical week. Every day that Susan is working, office staff and visitors alike, are greeted with a warm smile and the reassurance that the day-to-day operations continue to move forward.

Susan is always ready to assist with matters that come before her regardless of the complexity. In short, it is clear that the recognition of Susan is a direct result of her commitment and hard work over the past seven years.

On behalf of Monroe County Fire Rescue we are honored to recognize Susan as the Employee of the Month for July 2006.